

Administrative Officer

Blaine County has an opening for a Blaine County Sherriff's Office Administrative Officer. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office no later than **4:00 p.m. on Monday, September 14, 2020.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY
Job Description

CLASS TITLE: Administrative Officer

DEPARTMENT: Blaine County Sheriff's Office

ACCOUNTABLE TO: Sheriff - Undersheriff

MUST PROVIDE: Typing Test Certificate

Work Unit Overview: The Blaine County Sheriff's Office is a Law Enforcement Agency that operates 24 hours a day 7 days a week. Blaine County provides law enforcement and dispatch support for other law enforcement agencies, fire and emergency medical services in the County.

Job Summary/Breakdown: The Administrative Officer will have a multitude of jobs within the Blaine County Sheriff's Office. The Administrative Officer will begin training in the Blaine County Dispatch Center (job duties attached). The Administrative Officer will also be trained in on Civil Process and the Sexual and Violent Offender Registry (SVOR), serving civil papers and verifying addresses of SVO's. Personal communications skills are a must. The Administrative Officer will be assisting with Court Room Security. This will include transporting prisoners of Blaine County to and from Court. During the court proceedings the Admin. Officer will remain present in the court room. In addition, the Admin. Officer will be tasked with assisting in evidence management. The Administrative Officer will ensure all paperwork is complete and items are available for court appearances, as needed. In addition, the Admin. Officer may, at times, patrol with BCSO Deputies and may be utilized to assist in law enforcement operations.

The Admin. Officer will be required to qualify with a firearm and taser. Dispatching will require that the individual obtains CJIN certification and be able to receive emergency and non-emergency requests for response via radio and telephone. The position determines priorities, dispatches law enforcement and other county units and maintains close contact with field units to monitor response progress and any needed support requirements. The Admin. Officer will also receive Reserve training, to be completed within one year of hire to better assist the BCSO Deputies with law enforcement tasks.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all—inclusive of all duties that the incumbent performs.*

- Sexual and Violent Offender Registry (SVOR)/CIVIL:
 - Know and be knowledgeable of civil law and civil paper procedures.
 - Know and be knowledgeable of SVOR laws, requirements, and registration procedures.
- Must achieve and maintain firearms, taser and CJIN certifications.
- Responsible for prisoner transports and court security.
- Monitor emergency and general support radio frequencies to ensure county employee and public safety and determine dispatch requirements.
- Receive emergency and non-emergency calls, including enhanced 911, and non-emergency calls from the public, dispatcher and law enforcement agencies via telephone, radio systems to gather required information, determine priorities of all calls and dispatch required units and/or agencies.
- Receive radio calls from field units to transmit messages via radio, telephone, computer, fax or other communications equipment.
- Make inquiries of various sources to obtain requested information of services by phone or computer automated communication equipment.
- Maintain status and location control of all public safety personnel involved in department activities to ensure their safety.
- Confer with the public and/or supervising personnel to address questions, problems or requests for service or equipment.

- Dispatch the assignment of field units to route them to the scene of emergency and other situations.
- Create and maintain automated and/or manual records to document public safety communications activities using various computer systems, databases and mapping applications for data entry and information retrieval.
- Maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

Non-Essential Functions:

- May assist in the provision of on-the-job training for other positions using or serviced by the Dispatch Center.
- May train new hire dispatchers and submit progress reports and evaluation on trainees.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work requires the ability to speak clearly, hear, physically manipulate radio, telephone, computer equipment and sit for long periods of time.
- Work performed at the Sheriff's Office will involve a high-volume, fast-paced environment dealing with life-threatening situations.
- Requires shift work with rotating days off, the ability to work overtime, a working home telephone or cellular phone that is on 24 hours a day and a reliable method of transportation available 24 hours a day.

Knowledge, Skills and Abilities:

- The job requires knowledge of public service activities; the organization, policies and methods of county government; rules and regulation of the Federal Communications Commission covering the operation of radio receivers and transmitters; the proper use and care of radio and telephone equipment; basic mathematics; the English language, spelling and word usage; law enforcement and emergency response terminology and procedures; and the geography of the county including the locations of towns, cities and communities, major and minor roadways/highway and like information.
- The job requires the ability to communicate effectively verbally with other parties under stress; react quickly and calmly in emergencies; communicate clearly and concisely and relay details accurately; handle situations firmly, courteously, tactfully and impartially; recall numerous details and essential information; and determine priorities.
- The job requires skill in observing situations analytically and objectively and recording them clearly and completely; operating radio, telephone, keyboard, computer terminal and related communications equipment; creating and maintaining manual and automated logs and other records of public safety communications activities; reading and interpreting maps to determine locations, jurisdictional boundaries, etc; and in the use of computer hardware and software.
- Safe operation of county owned vehicles and equipment. Individual should possess a good geographical knowledge of Blaine County.

Education and Experience:

- The job **requires** education and experience equivalent to a high school diploma or General Education Development (GED) certificate.

- Upon hire, the job requires attaining and maintaining access certifications for criminal history databases and associated communications systems.
- Must have prior law enforcement and civil service experience.

DISPATCH JOB DUTIES

Job Summary: The dispatcher receives emergency and non-emergency requests for response via radio and telephone. The position determines priorities, dispatches law enforcement and other county units and maintains close contact with field units to monitor response progress and any needed support requirements.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all —inclusive of all duties that the incumbent performs.*

- Monitor emergency and general support radio frequencies to ensure county employee and public safety and determine dispatch requirements.
- Receive emergency and non-emergency calls, including enhanced 911, and non-emergency calls from the public, dispatcher and law enforcement agencies via telephone, radio systems to gather required information, determine priorities of all calls and dispatch required units and/or agencies.
- Receive radio calls from field units to transmit messages via radio, telephone, computer, fax, or other communications equipment.
- Make inquiries of various sources to obtain requested information of services by phone or computer automated communication equipment.
- Maintain status and location control of all public safety personnel involved in department activities to ensure their safety.
- Confer with the public and/or supervising personnel to address questions, problems or requests for service or equipment.
- Dispatch the assignment of field units to route them to the scene of emergency and other situations.
- Create and maintain automated and/or manual records to document public safety communications activities using various computer systems, databases and mapping applications for data entry and information retrieval.

- Maintain appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

Non-Essential Functions:

- May assist in the provision of on-the-job training for other positions using or serviced by the Dispatch Center.
- May train new hire dispatchers and submit progress reports and evaluation on trainees.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Work requires the ability to speak clearly, hear, physically manipulate radio, telephone, computer equipment and sit for long periods of time.
- Work is performed in a dispatch center and at times will involve a high-volume, fast-paced environment dealing with life-threatening situations via telephone or radio.
- Requires shift work with rotating days off, the ability to work overtime, a working home telephone or cellular phone that is on 24 hours a day and a reliable method of transportation available 24 hours a day.

Knowledge, Skills and Abilities:

- The job requires knowledge of public service activities; the organization, policies and methods of county government; rules and regulation of the Federal Communications Commission covering the operation of radio receivers and transmitters; the proper use and care of radio and telephone equipment; basic mathematics; the English language, spelling and word usage; law enforcement and emergency response terminology and procedures; and the geography of the county including the locations of towns, cities and communities, major and minor roadways/highway and like information.

- The job requires the ability to communicate effectively verbally with other parties under stress; react quickly and calmly in emergencies; communicate clearly and concisely and relay details accurately; handle situations firmly, courteously, tactfully and impartially; recall numerous details and essential information; and determine priorities.
- The job requires skill in observing situations analytically and objectively and recording them clearly and completely; operating radio, telephone, keyboard, computer terminal and related communications equipment; creating and maintaining manual and automated logs and other records of public safety communications activities; reading and interpreting maps to determine locations, jurisdictional boundaries, etc.; and in the use of computer hardware and software.

**Administrative Officer
Position Fact Sheet**

Work Week:	Modification of work week is at the discretion of the supervisor
Salary:	<p>\$18.77 per hour: \$39,041.60 annually</p> <p>❖ 90% is for the first six (6) months: \$16.89 an hour</p>
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	Twelve (12) months.